

NOTICE

REQUEST FOR STATEMENT OF QUALIFICATIONS RFQ #1503-050 DESIGN OF FRISCO FIRE DEPARTMENT FACILITIES

The City of Frisco invites and requests a Statement of Qualifications from interested architectural firms. Services to be provided include both architectural study and recommendations, customary architectural services and related Structural / MEP / Civil Engineering services for Frisco Fire Department Projects located in the City of Frisco consisting generally of the following:

(1) Architectural renovations and upgrades to existing Frisco Fire Department Fire Stations, currently ranging from 8,000 to 12,000 square feet in general. The Fire Station Renovations may include (but are not limited to) the following:

- Old Central Fire Station, 8860 Tomlin Drive. 11,161 Square Feet. Put into service 1987.
- Frisco Fire Station No. 2, 3711 Ohio Drive. 8,326 Square Feet. Put into service 1996.
- Frisco Fire Station No. 3, 5449 Warren Parkway. 9,080 Square Feet. Put into Service 1999.

(2) Architectural design of two (2) future Frisco Fire Department Fire Stations, generally anticipated to range (but not limited to) 12,000 to 20,000 square feet (the “Projects”). The proposed Fire Stations are generally identified to be located in the General Vicinities:

- Fire Station to be generally located in southwest corner of the City on the north side of Lebanon Road, east of Hunters Creek Trail;
- Future Fire Station to be generally located in the north central portion of the City in the vicinity of the future Rock Hill Road and the future C.R 26 (to be named at a later date). This Fire Station is part of a master-planned, mixed use development generally located west of the Dallas North Tollway, between U.S. 380 and the future Rock Hill Road.

The City of Frisco reserves the right to select one or more firms to work on particular projects and reserves the right to select one or more particular firms to work on multiple projects as defined under this Request for Statement of Qualifications. Firms must have specific experience in the design and construction administration of Fire Station facilities within the State of Texas; experience with Fire Station facilities within the North Texas Region / Dallas-Fort Worth Metroplex and surrounding area is preferred. The contract to be executed between the City of Frisco and the architect will be the AIA Document B101-2007 “Standard Form of Agreement Between Owner and Architect” modified by Owner. A copy of the modified AIA B101 form of agreement that the City will use for the Projects will be provided upon written request to the City at the address below.

Responses to this Request for Statement of Qualifications will be received until 2:00 p.m. Central Standard Time on April 7, 2015 at:

City of Frisco
Attn: Daniel Ford, Purchasing Manager
George A. Purefoy Municipal Center
6101 Frisco Square Blvd.
First Floor
Frisco, Texas 75034

and shall include the information requested hereafter. Responses received after this time will not be considered. Responses should clearly be marked "RFQ#1503-050."

Submissions of Statement of Qualifications once received by the City of Frisco may not be modified or withdrawn. Notification as to acceptance or non-acceptance will be made by U.S. mail to each firm individually. A collective listing of participating firms or a listing of selected firms will not be published except where required by law.

Inquiries or requests for clarification regarding this Request for Statement of Qualifications shall be directed in writing by one or more of the following methods:

U.S. Mail to:

Daniel Ford, Purchasing Manager
George A. Purefoy Municipal Center
6101 Frisco Square Blvd.
First Floor
Frisco, Texas 75034

Electronic Mail:

purchasing@friscotexas.gov

Clarifications will be provided as soon as possible. Clarifications which might affect other firms' responses will be posted to the City of Frisco website at www.friscotexas.gov/bids. Early requests for clarification are encouraged. The deadline for questions relating to this RFQ is March 31, 2015 by 4:00 p.m. Central Standard Time.

Respondents are not permitted to contact (by any means of communication) City staff or other persons affiliated with the City for any reason before, during or after the selection process. Any or all contacts shall be only for the express purpose of clarifying the specifics of the Request for Statement of Qualifications or requesting a copy of the City's form of agreement, and shall be directed to the address mentioned above.

After evaluation of Statements of Qualifications, the Review Committee will select a short list of firms upon which to give further consideration. Results of the selection status of each firm will be provided individually. The City of Frisco will only publicize the names of submitting firms via a response tabulation. The City of Frisco will not publicize the firms advancing to the second phase of selection. All firms selected for second phase will be provided the specifics of second-stage submission requirements simultaneously and will be given adequate time to prepare their response.

INSTRUCTION FOR SUBMISSION – PHASE I – MINIMUM REQUIREMENTS

Submittals for Minimum Requirements shall be prepared simply and economically, and shall provide concise answers to the requested information in the order and format prescribed below. Failure to do so may be cause for disqualification from further consideration. Emphasis will be placed upon clarity and completeness of the submitted response, as opposed to the artistic appearance of the submission. A total of [six (6)] copies of each submittal shall be neatly packaged and sealed, with the address of the recipient affixed to the exterior face.

1. Architect's Introductory Letter of Interest:

This document, to be signed jointly by the Partner-In-Charge and the proposed Project Architect / Manager, should be a statement in essay form that allows personal expression as to:

- a. Why you believe your firm is aptly suited to perform architectural services for the City of Frisco on the Projects;
- b. What special qualities / attributes you and your firm possess that would render superior performance on your assignment;
- c. Specific instances where other clients have benefited as a result of your association with their construction program.

Please limit your essay to two (2) letter-size pages.

2. Architect's Qualification Statement:

Attach a completed AIA Document B305-1993 Architect's Qualification Statement. In the event that a submitting firm has multiple offices, submit one B305-1993 for the office which will be assigned to manage the Project work, and a separate B305-1993 providing the information for the collective company.

Where articles on the B305-1993 would be duplicated on supplemental requested information so stipulate on the form (the articles on the B305-1993 may duplicate, but

should not be interpreted as to substitute for any of the information regarding relevant work experience as described below). Do not leave any spaces completely blank.

3. Additional Information Required:

Comment on your firm's qualifications, including general information and brief history of the firm, including a chronology of the firm's origin through its current status and any changes in ownership, locale, or addresses since its inception.

Comment on the firm's specific experience in the design of Fire Stations in the State of Texas and within the North Texas Region / Dallas-Fort Worth Metroplex and surrounding area. More specifically, please describe the firm's experience in reviewing the firm's standard and/or general specifications for Fire Station design and the firm's process in working with Fire Departments regarding amendments and/or modifications to the firm's standard and/or general specifications for Fire Station design. Of particular interest to the City of Frisco is the firm's experience with presenting the firm's standard and/or general specifications for Fire Station design and examples where the firm's standard and/or general specifications for Fire Station design were amended due to the needs of the particular Fire Department and/or the specific Project.

Comment on the firm's specific experience in the design of multiple-level Fire Stations in the State of Texas and briefly describe the design issues a Fire Department should consider and/or be aware of, identify and briefly describe any challenges the firm has experienced in the design process for a multiple-level Fire Station and identify and briefly describe the firm's experience with any specific issues and/or challenges regarding specifications for a multiple-level Fire Station.

Comment on the firm's specific experience in the design and construction administration of the renovation of an existing Fire Station and briefly describe the design issues a Fire Department should consider and/or be aware of, identify and briefly describe any challenges the firm has experienced in the design process for the renovation of an existing Fire Station and identify and briefly describe the firm's experience with any specific issues and/or challenges regarding specifications for the renovation of an existing Fire Station.

Comment on your firm's ability and commitment to provide errors and omissions/professional liability insurance, which must be compliant with the City of Frisco purchasing policy.

Identify the senior personnel that your firm would propose to assign to the Projects, if selected, and provide a brief resume (not to exceed one (1) letter-sized page in length) of each such person which includes relevant professional experience. Also, provide a commitment statement that such assigned personnel shall remain so assigned throughout the construction, final punch and certificate of occupancy issuance.

4. Prior Related Work Experience:

Provide a list of your firm's prior Fire Station projects within the last ten (10) years involving the design and/or construction of Fire Stations. Providing this information constitutes the respondent's invitation to the City of Frisco to contact the persons listed.

The list shall include, in this order, one (1) project per letter-sized page (if respondents elect to identify projects on the B305-1993 form, respondents shall include all of the information requested below on the B305-1993 submission):

- a. Name and Location of Project.
- b. Name of Owner.
- c. Mailing Address of Owner.
- d. Telephone Number and Fax Number of Owner.
- e. Owner's Contact Person and Email Address.
- f. Description of Project.
- g. Size in square footage of Project.
- h. Date of Commencement of Design.
- i. Date of Commencement of Construction.
- j. Date of Substantial Completion.
- k. Original Design Contract Construction Cost Estimate for Project.
- l. Dollar value of construction at Date of Contract.
- m. Dollar value of construction at Completion of Contract.
- n. Names and Titles of Architects Senior Project Personnel.
- o. General Contractor.
- p. General Contractor's Contact Person and Email Address.
- q. General Contractor's Address and Telephone Number.

5. Recent Work Experience:

Provide a list of the seven (7) most recent (by date of commencement of initial construction) projects within the State of Texas (other than the projects identified above) on which your firm has provided full architectural services. Providing this information constitutes the respondent's invitation to the City of Frisco to contact the persons listed.

The list shall include, in this order, one (1) project per letter-sized page (if respondents elect to identify projects on the B305-1993 form, respondents shall include all of the information requested below on the B305-1993 submission):

- a. Name and Location of Project.
- b. Name of Owner.
- c. Mailing Address of Owner.
- d. Telephone Number and Fax Number of Owner.
- e. Owner's Contact Person and Email Address.
- f. Description of Project.
- g. Size in square footage of Project.

- h. Date of Commencement of Design.
- i. Date of Commencement of Construction.
- j. Date of Substantial Completion.
- k. Original Design Contract Construction Cost Estimate for Project.
- l. Dollar value of construction at Date of Contract.
- m. Dollar value of construction at Completion of Contract.
- n. Names and Titles of Architects Senior Project Personnel.
- o. General Contractor.
- p. General Contractor's Contact Person and Email Address.
- q. General Contractor's Address and Telephone Number.

6. Supplemental Information:

No assurance is offered that the Review Committee will examine supplemental information in evaluating responses.

It is unnecessary to provide supplemental information on the first submittal. However, if the respondent so chooses, additional information may be provided in the form of promotional brochures or similar material. Physical size of the submission shall be limited to 8 ½ by 11 not to exceed five (5) pages and shall be included behind all required materials.